

**STATE COMMITTEE OF INTERPRETERS
DIVISION OF PROFESSIONAL REGISTRATION
3605 MISSOURI BOULEVARD
Jefferson City, MO**

**January 18, 2002
Open Minutes**

The open session of the State Committee of Interpreters was called to order by Loretto Durham, Chair, at 10:15am on January 18, 2002 at the Division of Professional Registration, 3605 Missouri Blvd, Jefferson City, Missouri.

Members Present:

Loretto Durham
Carrie McCray
Sandy Drummond
Kim McEnulty
Lisa Guillory

Staff Present:

Pam Groose, Executive Director
Roxy Brockman, Clerk IV
Karen Hess, Assistant Attorney General
Diana Dickrader, Contract Interpreter
Kelly Clark, Contract Interpreter

Visitors:

Kathleen Alexander, MCD, Commissioner
Amy Fowler, MCD
Judy Benfield, LEAD Institute
Janice Cobb, LEAD Institute
Roy Miller, MCD, Executive Director

A motion was made by Ms. McCray and seconded by Ms. Drummond to close for #2, #3, and #9 at 10:25am. Ms. McCray, Dr. Guillory, Ms. Drummond and Ms. McEnulty all voted in favor.

The open session of the Missouri State Committee of Interpreter's was called to order at 1:05pm by Ms. Durham.

Introduction of New Member:

Ms. Durham introduced Lisa Guillory as the State Committee of Interpreter's new public member. Dr. Guillory is Betty Kramer's replacement as public member. Ms. Durham indicated that the committee currently has two vacant positions.

Open Agenda:

A motion was made by Ms. Drummond and seconded by Ms. McEnulty to approve the open agenda. All approved.

Minutes:

A motion was made by Ms. McEnulty and seconded by Ms. McCray to approve the open minutes for October 2, 2001 and November 30, 2001 with corrections. All approved.

Executive Director Report:

Renewals – Ms. Goose reported that 412 renewal applications were mailed out last November, 2001. She said that as of January 17, 2002, 199 licensees had renewed their licenses and 213 had not returned their renewal applications and fees.

CE Report – Ms. Goose indicated that the Missouri Commission for the Deaf (MCD) had provided the office with a list of the names and addresses of all certified individuals. She indicated that 40 application packets had been mailed to those individuals on the list who had Missouri addresses but are not currently licensed as interpreters in Missouri. A cover letter accompanied the application packet that indicated we had information they hold current certification with MCD but that they must be licensed in order to practice interpreting in the state of Missouri.

Ms. Goose also reported that ten individuals indicated yes on their renewal in regard to complying with MCD's PCM requirement but MCD had indicated that they were not in compliance. Ms. Goose said that we have reduced that to three individuals with PCM discrepancies at this time.

Ms. Drummond reported that she was at a MCD meeting at which time interpreters had contacted MCD to report they had received their renewed license from the State Committee of Interpreters but knew they had not completed their PCMs. Ms. Drummond asked Ms. Goose to go over the renewal process. Ms. Goose said that renewal applications were mailed out with a question that asked the licensee to indicate whether or not they have complied with MCD's continuing education requirement. If they said yes, that renewal was processed and more than likely a license was sent. She said we received a disk containing a list of all certified interpreters from MCD and we matched their information with our licensing system and determined that ten (10) people who had already renewed their license answered yes to having complied with MCD's continuing education requirement. She said that MCD was verifying these ten (10) certification holders as not having complied with the continuing education requirements. She said if an interpreter has indicated no, they are not in compliance with MCD's continuing education requirement, we are holding their renewal but on January 31st we will have to renew them because we do not have the statutory authority not to renew them. She said once the renewal period is over and after a short time we will check with MCD again to determine if these individuals have complied with the continuing education requirement. She said if these individuals have not complied then the State Committee of Interpreters could take action based on an ethical violation and pursue discipline. Ms. Drummond asked if these individuals would be reviewed at the next meeting and Ms. Goose responded yes.

Ms. Drummond also asked about the renewal process for individuals whose certification expires during the renewal period and how those are handled. She said she understood that if someone sent in their renewal application and fee that we would be unable to deny the renewal because we do not have statutory authority. But if someone

called the office and confirmed that their certification was going to expire during the renewal cycle the she wanted to know why would staff tell the licensee to go ahead and renew their license. The committee members and staff discussed the renewal period, late renewal fee, reinstatement and reapplication processes. Ms. Goose said it was her understanding from the committee's comments that if someone has current certification and licensure and was sent a renewal application, but have certification that will expire during the renewal period, that they should not be returning their renewal application and fee until they do have current certification and staff should communicate this information if asked. Ms. Goose verified that staff have entered the expiration dates for the provisional and apprentice certified licensees into the PROMO licensing system.

Ms. McEnulty and Ms. Drummond suggested that a monthly report be created that provides the names of individuals whose certification will soon expire and send them a reminder letter indicating we are aware that their certification will expire, that they have a current license but they must have both a current license and a current certification in order to practice interpreting in the state of Missouri. The committee members indicated that those individuals who hold Provisional and Apprentice certification levels are the ones that we need to be concerned about.

OTCC Interpreter Training Program – Ms. Goose indicated that she received a letter back from the OTCC Interpreter Training Program in Springfield, Missouri, indicating they would change their brochures to indicate the correct information.

Legislative update – Ms. Goose indicated that if the members are on the MO Deaf list serve they should be getting notices about anything that will interest them as interpreters.

Ms. Drummond asked what will happen to those interpreters that do not renew by January 31, 2002, and Ms. Goose indicated that she will send a second notice to renew next week to those interpreters that have not renewed. She said about 30 days later a letter will be sent to the expired interpreters indicating they are not currently licensed and cannot practice interpreting in Missouri. She also said this letter will be placed in their file.

Dr. Guillory asked if the recommended changes to the statute would be included in the Division's legislative package for this year. Ms. Goose said she was waiting to hear from the department as to whether or not it would be included in this year's legislative package since it was submitted after the deadline.

Meetings:

Ms. Drummond attended the MCD meeting on January 9, 2002 and reported that MCD Commission members were very concerned about the proposed language in regard to license renewal requirements. Ms. Drummond stated that she assured them that it was our intent to require the certification and completion of CEUs as a condition of renewal and that we are currently in the process of seeking statutory authority. She said she did not have a copy of the proposed language with her to show them and they went ahead and made a motion that urged the State Committee to change its policies,

procedures and statutes to require valid certification prior to issuing renewal licenses. She said that a commission member made a personal comment to her later indicating that MCD did not want an affidavit serving as the sole means of proof or verification of valid certification. Ms. Drummond indicated she could attend the next MCD meeting and show them a copy of the proposed statute language as well as the directive that the State Committee of Interpreter members voted on in their last meeting, which is documented in the minutes, that staff will always check the status of certification prior to a renewed license being issued. She said a report could also be given in regard to the status of the proposed statute changes by the State Committee of Interpreters. Ms. Drummond asked Ms. Goose to send a letter to MCD and the BCI requesting that the State Committee of Interpreters be placed on both of their next meeting agendas.

Ms. Drummond stated that the MCD commission members expressed their support in regard to the proposed revision of the State Committee of Interpreters Exemption statute, 209.321.6.

Ms. Drummond said that there is a vacancy on the Board for Certification of Interpreters (BCI) and MCD has nominated and will submit the following three names to Governor Holden's office: Diana Dickrader, Mary Luebke, and Camille Poe.

Ms. Drummond also reported that the MCD had received a letter from Karen Childers regarding Deafestival 2002 concerning questions about the role of student and practicum interpreters in the events. She said MCD will respond to Ms. Childers and refer her to the State Committee of Interpreters. She also said a copy of the letter will be sent to the State Committee of Interpreters.

The next meeting of the MCD will be held on April 23-24, 2002 and if only a one-day meeting is required, the meeting will be held on April 24, 2002. Ms. Drummond said in the interest of increasing communication with the MCD and BCI and in addition to her previous recommendation that someone from the State Committee of Interpreters attend the next MCD meeting, that someone from the State Committee of Interpreters also generate a brief report to be sent to the MCD and BCI after the State Committee meets reporting highlights and to send copies of the open minutes once they have been approved. Ms. Goose indicated that the public member is supposed to submit reports to the media and this could be incorporated into that report. Ms. Drummond suggested that at the end of each meeting the committee members agree on what information needs to be included in the report that will be forwarded to the media, MCD and BCI. She also suggested that when we attend the next MCD and BCI meetings we submit our report with results from this meeting and ask the MCD and BCI to reciprocate and provide us with the same type of report following their meetings. She said the MCD and BCI reports would relay the important information from their meetings they feel we need to know, as well as questions and information they need from us. A motion was made by Ms. Drummond and seconded by Dr. Guillory to accept Ms. Drummond's recommendations as detailed above. All approved.

Ms. Drummond requested that a letter be sent to the MCD and BCI requesting that the State Committee of Interpreters be placed on the agenda for their next meetings.

Upcoming Meetings

State Committee of Interpreters --

- Wednesday, March 13, 2002 from 10:00am to 4:00pm will be a face to face meeting at the Division of Professional Registration.
- Tuesday, May 14, 2002
- Friday, July 19, 2002

Statutes:

209.323.2 -- A motion was made by Ms. Drummond and seconded by Ms. McCray to change the final copy of the proposed renewal language and to re-amend the minutes under legislation to say "of" instead of "or" so that the proposed language says "renewal, including but not limited to satisfactory evidence of current certification issued by the Missouri Commission for the Deaf and satisfactory evidence of successful completion of continuing education units as prescribed by the Missouri Commission for the Deaf". All in favor.

209.321.6 – The committee members reviewed and discussed the statute in regard to exemptions to practice for interpreters.

A motion was made by Ms. Drummond and seconded by Ms. McCray that the time limit for an interpreter to be exempt from licensure is for 7 days out of a calendar year. The calendar year is defined as February 1 to January 31. All approved.

A motion was made by Ms. Drummond and seconded by Dr. Guillory to revise the statute to allow exemptions for visiting interpreters with certification for a limited amount of time. Ms. Drummond, Dr. Guillory, and Ms. McCray approved. Ms. McEnulty abstained.

Further discussions by the committee members in regard to the exemption issue resulted in staff being given a directive to research and determine what states have enforceable code of ethics and obtain a list of all the states that are using QAST.

Ms. Drummond indicated that the list of acceptable certifications from the BCI for temporary permits also includes any other state certification and she said in regard to the exemption statute she wanted to only accept those state certifications that have a grievance process. During the discussion the general consensus of the committee was that RID and NAD certification would be acceptable. In regard to settings, conferences and conventions was acceptable to the committee but they would need to discuss and define the term "professional" before deciding to exempt professional meetings. Ms. Drummond indicated the committee should also address and decide on whether or not to exempt a visiting interpreter traveling with a deaf professional and limit their practice to interpreting for that deaf professional or professional meeting. Ms. McEnulty asked if video remote interpreting was going to be an issue and if they would become exempt. Ms. Goose indicated this was an issue before every profession. Ms. Drummond asked if Ms. Goose could report on the tele-communications issues at the next meeting or some future time by sharing some of the common questions being asked or any articles

that she may be able to provide. This item has been tabled and will continue to be discussed at the next meeting.

A motion was made by Dr. Guillory and seconded by Ms. McCray to discuss item #9, "Letter to the superintendents of schools" first, and then discuss item #8, "Rules". All approved.

Letter to superintendents of schools:

After reviewing and discussing the letter drafted by Ms. Rector a motion was made by Dr. Guillory and seconded by Ms. Drummond to accept the letter as drafted by Ms. Rector and send the letter to all superintendents.

After further discussion a motion was made by Dr. Guillory and seconded by Ms. Drummond to withdraw the motion to send letter as it was drafted by Ms. Rector and to accept the letter by deleting the last two sentences of paragraph one. Request Ms. Rector review the letter to determine if the last two sentences of paragraph one are legally necessary. If Ms. Rector approves the letter without the last two sentences, then the letter is to be sent out to all superintendents. All in favor.

Rules:

Update on the proposed MCD/BCI rule changes – Dr. Miller reported that the final order of rulemaking was filed and the new rules will become effective March 30, 2002 and the will start with the new rules on March 31, 2002. Ms. Drummond said that the State Committee of Interpreters will need to discuss the impact these rules will have on our current policies and procedures and will need to be discussed again in the future.

A motion was made by Ms. Drummond and seconded by Ms. McEnulty to adjourn at 4:00pm. All approved.

Executive Director

Date approved by Committee